

POLICY ON RECEPTION, ASSEMBLY AND DISMISSAL OF PUPILS

Introductory Statement:

This policy was revised in 2017 to reflect changes in practice.

Aims/Objectives

- To contribute towards efficient timetabling
- To ensure structure in the school day
- To reduce congestion on dismissal
- To ensure children's safety

Relationship to School Ethos:

The fostering of a safe, stimulating and structured learning environment is central to the mission statement of the school and this policy contributes significantly towards those ideals.

Internal School Procedures

The School Day

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|-------------------------|---|--|
| 8.50 a.m. | - | School opens |
| 9.10 a.m. | - | Formal Instruction commences |
| 10.30 a.m. – 10.40 a.m. | - | Fore noon break – may change due to shared resource teachers |
| 12.30 p.m. - 1.00 p.m. | - | Lunch Break |
| 2.00 p.m. | - | Junior and Senior infants' hometime |
| 2.00 p.m. | | Parents collect infants at classroom door |
| 2.00 p.m. – 3.00 p.m. | - | Optional supervision available in school for Junior and Senior infants |
| 2.50 p.m. – 3.00 p.m. | - | Staggered home times in the interests of safety |

Check school's Road Safety Policy

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|-----------|---|
| 2.50 p.m. | Children line up. Teacher 1 leads children to the car park and remains with them until they are collected. If a parent is delayed, children return to class with the teacher. |
| 3.00 p.m. | Children line up. Teacher 2 leads children to the car park and waits till all children have been collected. |

Roll is called before 10.20 a.m.

Class contact time is 5 hours (including assembly and roll call)

Break time Procedures

Lunch is eaten in the classroom before the children go out. Break time supervision is alternated. The teacher in charge for 1st break on day 1 is in charge on 2nd break on day 2. Children line up and walk in quietly after break.

Roles and Responsibilities

All staff members from Principal down have an input into the co-ordination and implementation of the policy. Class teachers oversee the reception of pupils in the mornings and their supervised dismissal in the afternoons.

Parents assist the dismissal policy by:

- Parking responsibly
- Ensuring children are not dropped at the school too early or collected too late

Teachers contribute to the policy through:

- Supervising orderly dismissal and ensuring children left waiting are adequately supervised
- Ensuring safety procedures are implemented
- Informing parents of school opening and closing times and collection times after tours/shows etc.

Success Criteria:

- Positive feedback from all stakeholders
- Efficient reception and dismissal
- No congestion in the car park
- All children safe.

Implementation:

This policy was amended and ratified by the Board of Management on the 9th of June 2017

Review:

This policy will be reviewed in September 2020 or before that should the need arise.

Signed:

Chairperson BOM

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